



DEPARTMENT OF LICENSING
MASTER LICENSE SERVICE
PO BOX 9048
OLYMPIA WA 98507-9048

Owner Name

UBI

CITY OF RICHLAND BUSINESS LICENSE ADDENDUM

Note: This form must be submitted with a completed Master Application form. Application subject to approval by City of Richland.

PLEASE TYPE OR PRINT IN DARK INK

A GENERAL BUSINESS INFORMATION

1. Check **all** of the following that apply:

☐ New business in Richland ☐ Location Change in Richland ☐ Remodeling Premises

2. Local Emergency Contact Person's Name: _____

Emergency Contact Address: _____

Telephone Number: () _____

3. Do you plan to conduct any part of this business from your Richland home? ☐ Yes ☐ No

If **Yes**, please read Page 2 of this form concerning Richland's Home Occupation regulations. Your signature on the Master Application certifies that you understand those regulations and agree to operate your home occupation in accordance with them.

4. Is this business a daycare? ☐ Yes ☐ No If **Yes**, please indicate the number of children covered by license: _____

5. Is this a federally exempt non-profit organization? ☐ Yes ☐ No
If **Yes**, please attach a copy of your Federal Tax Exemption Certificate 501(C)3, 4, or 5 and provide your Federal Tax ID number. Without this information, you will be charged a city license fee.

6. If this is a real estate, beauty shop, barber shop, day care center or home day care business or you are a contractor, please indicate your Washington State professional/occupational license number on the line provided: _____

B FEE CALCULATION

1. Indicate your business license category: _____ - _____ (see Richland category sheet): **\$ 40.00**
(Example: Dentist, put in A-04)

2. Number of working owners at this location: _____

Number of Full-time Equivalent Employees at this location* _____

Subtract 2 free working owners or employees: _____ - 2

Total Number of Working Owners and Employees: _____ = _____ x \$12 = \$ _____

*(Employee calculation: Total number of persons employed on last working day of each of the last 12 months. Divide by 12, drop fractions.)

3. Number of Rentals Units (if applicable): _____ x \$2 = \$ _____

Total License Fee (Add 1, 2 & 3, then enter this amount in Section A of the Master Application): **\$ _____**

NOTE: Businesses must comply with all City of Richland regulations. If you have questions, please contact:

Zoning: 840 Northgate Dr. (509) 942-7794

Building & Safety Inspection: 840 Northgate Dr (509) 942-7794

Fire: Central Fire Station (across from Richland City Hall) (509) 942-7551

Police: Main floor of Richland City Hall (509) 942-7360



C HOME OCCUPATION REGULATIONS (Does not apply to Day Cares.)

Your signature on the Master Application certifies that you understand the following regulations and agree to operate your home occupation in accordance with them.

The City of Richland has regulations that limit the extent of business activities that are permitted to occur in residentially zoned areas. These regulations are intended to maintain and preserve the integrity of both residential neighborhoods and commercial districts. When permitted in a residential district, home occupations must comply with the following requirements:

1. Home occupations are permitted only as an accessory use clearly incidental and secondary to the occupancy of the dwelling for residential purposes.
2. The operation shall allow for no more than two employees, other than residents of the dwelling, to be working on the premises concurrently.
3. There shall be no more than four customer/client visits per day at the residence and no more than one on the premises at any given time. One customer/client visit shall be considered to include any number of persons arriving in a single vehicle.
4. In addition to parking required for the residents, there shall be no more than three vehicles parked on or in the vicinity of the property as a result of the home occupation at any one time.
5. Customer/client and non-resident employee presence at the residence shall be limited to between the hours of 7 a.m. and 9 p.m.
6. One occupational vehicle associated with the home occupation not exceeding 10,000 pounds Gross Vehicle Weight is allowed to be stored at the residence, provided that said vehicle is parked off-street. Any additional occupational related vehicles must be stored off premises and in conformance with the requirements of the underlying zoning district.
7. Equipment and materials associated with the home occupation and utilized at the residence shall be the same or similar in character to the type and quantities of equipment and materials customarily associated with the occupation of the dwelling as a principle place of residence.
8. Except as permitted by subsection (6) above, no outdoor storage or display of merchandise, equipment or material related to the home occupation shall be permitted.
9. Space requirements and utilization of that portion of the residence for activities associated with the home occupation shall not exceed 20 percent of the gross floor area of the residence or 300 square feet, whichever is greater. Attached and detached garages shall be considered part of the residence and included in the determination of gross floor area. All of an attached or detached garage may be used for home occupation purposes provided said garage does not exceed 600 square feet.
10. No internal or external alterations are permitted which affect the character of the building as a residence.
11. The home occupation shall operate in such a manner as to avoid any external (including transmittal through vertical or horizontal party walls) effect beyond the confines of the subject dwelling such as increased noise, vibration, offensive odor, glare or electrical interference which is incompatible with the characteristics of the residential zone, or is otherwise a violation of the City of Richland public nuisance ordinance.

NOTE: *Richland Municipal Code Section 23.70.115 sets forth uses which are prohibited as home occupations. These uses include but are not limited to: Vehicle repair and maintenance, vehicle painting, rebuilding of motors and similar operations. These uses along with other uses deemed hazardous to building and fire codes are **not** permitted as home occupations.*

If your subdivision is subject to restrictive covenants, please review them to make sure that your business is permissible.



You can apply for a *CITY OF RICHLAND* business license by indicating "City of Richland" in Section A of the Master Application and paying the appropriate fees. Some categories have fees in addition to the basic fee. Additional fees are listed under the appropriate categories.

Basic Fee (all license categories): \$40 per year (includes 2 free employees) PLUS \$12 per employee (full-time equivalent)

Please choose ONLY ONE license code per location. Put this code in Section B of the addendum form.

PROFESSIONAL LICENSE

A-02 Accountant	A-06 Optometrist
A-01 Attorney	A-03 Physician
A-11 Chiropractor	A-10 Psychiatrist
A-12 Consultants	A-10 Psychologist
A-04 Dentist	A-05 Veterinarian
A-08 Engineer	A-07 Other Professions
A-09 Architect	

RETAIL & WHOLESALE LICENSE

C-21 Artwork & Handicrafts	C-05 Grocery Store
C-01 Auto Parts	C-06 Hardware
C-24 Book Store	C-23 Jewelry
C-17 Caterers	C-07 Lumber
C-02 Clothing Store	C-18 Office Supplies
C-20 Computer, Electronics	C-08 Restaurant
C-19 Convenience Store/ Gasoline	C-09 Shoe Store
C-15 Drive-ins, Food	C-10 Sporting Goods
C-03 Drug Store	C-11 Tavern
C-22 Flowers	C-12 Variety
C-16 Food Vendors	C-13 Wholesale
C-04 Furniture Store	C-14 Miscellaneous

VEHICLES FOR HIRE LICENSE

Apply for this license **ONLY IF** your company has a location within the Richland city limits. If no Richland location, use Service category F-30.

Company License Insurance Requirements: As required by the state of Washington.

L-01 Company License

Additional city requirements (obtain directly from the city):

Each vehicle must obtain an annual operator's license and each driver must obtain police investigation and identification card.

PROPERTY RENTAL LICENSE

In addition to the basic fee: \$2 per rental unit

E-01 Apartments	E-02 Housing
E-03 Commercial- Retail/ Rental Units	E-04 Mobile Home Lots
	E-05 Storage spaces

SERVICE LICENSE

All businesses charging admission must complete periodic admission tax forms.

F-24 Appliance Repair	B-05 Mortuary
D-06 Arts & Craft Teacher	D-03 Music Teacher
F-06 Auto Dealer/Garage	B-02 Photography
F-07 Auto Repair/Garage	F-13 Pool Care
F-26 Banking/Savings & Loan	F-25 Printing/Graphics
F-08 Barber/Beauty Shop **	M-01 Private Investigation Company **√
F-20 Car Wash	B-04 Private School (classes)
F-14 Cleaners/Laundry	F-02 Production
F-03 Contractors***	F-18 Promotional Services
D-07 Dancing Teacher	B-01 Real Estate**
G-03 Day Care Center** (13 Children or more)	F-09 Recreation
G-01 Day Care Home** (12 Children or less)	F-04 Research
D-05 Exercise Teacher	B-08 Securities
B-07 Finance Company	D-01 Swimming Teacher
F-29 Glass Services	F-19 Tax Services
F-10 Gas Station/Auto Repair	F-27 Telephone/ Communication
F-11 Hotel/Motel	F-12 Theaters
F-15 Household Cleaning	B-06 Travel Agency
B-03 Insurance	D-02 Tutoring
F-23 Interior Decorating	F-30 Vehicle for Hire (taxi) (company not within city limits)
F-17 Janitorial Service	F-28 Vending
F-16 Landscaping/Lawn Care	F-21 Video Rentals
F-01 Manufacturing	F-05 Miscellaneous
F-22 Massage Therapists	
N-01 Merchant Patrol **√	

- √ Must have Richland Police Department approval
** Must have State license
*** Must have WA State Contractor's License

NON-PROFIT (N/P)

No city fees due. Require a copy of the non-profit status letter from the IRS stating N/P status 501(C)3, 4 or 5 plus Federal Tax ID.

Temporary Permits - The following temporary permits must be obtained directly from the City of Richland:

- | | |
|-------------------------|------------------------|
| *Trade Shows/Promotions | *Solicitors/Canvassers |
| *Itinerant Merchants | *Temporary Sales |
| *Temporary Services | |

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 664-1400 or TTY(360) 664-8885.

